

CONFIDENTIAL

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MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training & Education

FROM:
Chief, Management Staff, DDA

SUBJECT: Resource Requirements for APEX Implementation

REFERENCE: Memorandum from Comptroller, Same Subject,
dtd 16 September 1980

1. Reference memorandum (copy attached) requests that each directorate advise the Comptroller of its estimated APEX implementation resource requirements for the start-up year 1981 and the five year budget period 1982-1986 that are not included in the 1982 OMB Budget Estimate.

2. Please review your activity vis-a-vis implementing the APEX Special Access Control System on 1 January 1981. To the extent that APEX implementation, in full compliance with the APEX Special Access Control System Manual, will involve resources (positions and/or workyears), they should be reflected on the attached ZBB Forms 2 and 2A. Estimated costs (i.e., the total dollars and full-time equivalent workyears you feel you will need to implement APEX in your office) for 1981 should be entered in the FY 1981 column without narrative comment and for 1982-1986 in the increment column only. The narrative on ZBB Form 2 should only address the resources required for 1982. To reemphasize a point made above, resources which are currently a part of your 1981 and 1982 budgets (FRS Level) should not be included in this estimate. Position requirements need not be submitted - only workyears. Please note that the Comptroller memorandum makes special note of the fact that you must explain the impact of not receiving these additional resources in the Adverse Impact section of the ZBB forms.

3. Please submit your written response--completed ZBB Forms 2 and 2A--to the DDA Management Staff by 3 October 1980. A negative response is requested. Please address questions to or the undersigned. 25X1 25X1

Attachments:

- A. Reference Memorandum
- B. APEX Control Officers
- C. ZBB Forms 2 and 2A

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